

Office Cleaning Inspection Sheet

Entrance Door and Glass Window

Door Frame, Dirt/Dust Free	Good		Bad		Fair		Call Me
Door Frame Free of Spider Webs	Good		Bad		Fair		Call Me
Bottom Door Free of Shoe Marks	Good		Bad		Fair		Call Me
Window in Door, Dirt/Smudge Free	Good		Bad		Fair		Call Me
Side Windows, Dirt/Smudge Free	Good		Bad		Fair		Call Me
Door Transom, Dirt/Smudge Free	Good		Bad		Fair		Call Me
Door Transom, Spiderweb Free	Good		Bad		Fair		Call Me
Paint around Door Knob, Stain Free	Good		Bad		Fair		Call Me
Door Knob Clean of Stains	Good		Bad		Fair		Call Me

Foyer:

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me
Lights Above, Dust/Dirt Free	Good		Bad		Fair		Call Me
Light switch, Finger mark Free	Good		Bad		Fair		Call Me
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me
Phone, Dirt/Dust Free	Good		Bad		Fair		Call Me
Phone Cord, Untangled	Good		Bad		Fair		Call Me
Furniture, Dust/Smudge Free	Good		Bad		Fair		Call Me
Chairs, Clean and left Straight	Good		Bad		Fair		Call Me
Carpet/Rugs, left Straight	Good		Bad		Fair		Call Me
Carpet/Rugs, Vacuumed	Good		Bad		Fair		Call Me
Floor, Shine Good	Good		Bad		Fair		Call Me
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me
Baseboards, Dust Free	Good		Bad		Fair		Call Me

Hallways:

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me
Lights Above, Dust/Dirt Free	Good		Bad		Fair		Call Me
Light switch, Finger mark Free	Good		Bad		Fair		Call Me
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me
Doors/Door Frames, Smudge/Dust Free	Good		Bad		Fair		Call Me
Furniture, Dust/Smudge Free	Good		Bad		Fair		Call Me
Carpet/Rugs, left Straight	Good		Bad		Fair		Call Me
Carpet/Rugs, Vacuumed	Good		Bad		Fair		Call Me
Floor, Shine Good	Good		Bad		Fair		Call Me
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me
Baseboards, Dust Free	Good		Bad		Fair		Call Me

Notes:

Office Cleaning Inspection Sheet

Office Name of person who uses this office:

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me
Ceiling Lights, Dust/Cobweb Free	Good		Bad		Fair		Call Me
Light switch, Finger mark Free	Good		Bad		Fair		Call Me
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me
Window Seal/Ledges, Dust/Dirt Free	Good		Bad		Fair		Call Me
Blinds/Shades, Dust/Dirt Free	Good		Bad		Fair		Call Me
Desk Top, Dust/Smudge Free	Good		Bad		Fair		Call Me
Desk Top, Wiped under Items, Straight	Good		Bad		Fair		Call Me
Desk Bottom/Sides/Trim, Dust Free	Good		Bad		Fair		Call Me
PC/Keyboard, Dust/Smudge Free	Good		Bad		Fair		Call Me
Phone, Dirt/Dust Free	Good		Bad		Fair		Call Me
Phone Cord, Untangled	Good		Bad		Fair		Call Me
Desk Chair Seat/Legs, Dust/Dirt Free	Good		Bad		Fair		Call Me
Other Chairs, Clean and left Straight	Good		Bad		Fair		Call Me
All Furniture, Dust/Smudge Free	Good		Bad		Fair		Call Me
Trash Emptied, Bag replaced Correctly	Good		Bad		Fair		Call Me
Carpet/Rugs, Straight and Vacuumed	Good		Bad		Fair		Call Me
Carpet/Rugs, Stain Free	Good		Bad		Fair		Call Me
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me
Baseboards, Dust Free	Good		Bad		Fair		Call Me

Office Name of person who uses this office:

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me
Ceiling Lights, Dust/Cobweb Free	Good		Bad		Fair		Call Me
Light switch, Finger mark Free	Good		Bad		Fair		Call Me
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me
Window Seal/Ledges, Dust/Dirt Free	Good		Bad		Fair		Call Me
Blinds/Shades, Dust/Dirt Free	Good		Bad		Fair		Call Me
Desk Top, Dust/Smudge Free	Good		Bad		Fair		Call Me
Desk Top, Wiped under Items, Straight	Good		Bad		Fair		Call Me
Desk Bottom/Sides/Trim, Dust Free	Good		Bad		Fair		Call Me
PC/Keyboard, Dust/Smudge Free	Good		Bad		Fair		Call Me
Phone, Dirt/Dust Free	Good		Bad		Fair		Call Me
Phone Cord, Untangled	Good		Bad		Fair		Call Me
Desk Chair Seat/Legs, Dust/Dirt Free	Good		Bad		Fair		Call Me
Other Chairs, Clean and left Straight	Good		Bad		Fair		Call Me
All Furniture, Dust/Smudge Free	Good		Bad		Fair		Call Me
Trash Emptied, Bag replaced Correctly	Good		Bad		Fair		Call Me
Carpet/Rugs, Straight and Vacuumed	Good		Bad		Fair		Call Me
Carpet/Rugs, Stain Free	Good		Bad		Fair		Call Me
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me
Baseboards, Dust Free	Good		Bad		Fair		Call Me

Office Cleaning Inspection Sheet

Kitchen, Kitchen-et, Coffee Break Area

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me	
Ceiling Lights, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Light switch, Finger mark Free	Good		Bad		Fair		Call Me	
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me	
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me	
Window Seal/Ledges, Dust/Dirt Free	Good		Bad		Fair		Call Me	
Blinds/Shades, Dust/Dirt Free	Good		Bad		Fair		Call Me	
Table, Wiped Streak Free	Good		Bad		Fair		Call Me	
Chairs, Clean and left Straight	Good		Bad		Fair		Call Me	
Coffee Pot and Machine, Cleaned	Good		Bad		Fair		Call Me	
Kitchen Counter Top, Wiped	Good		Bad		Fair		Call Me	
Microwave, Cleaned Inside/Outside	Good		Bad		Fair		Call Me	
Toaster, Polished	Good		Bad		Fair		Call Me	
Refrigerator, Wiped Clean Inside/Outside	Good		Bad		Fair		Call Me	
Sink, Cleaned, Wiped Dry	Good		Bad		Fair		Call Me	
Trash Can, Emptied, Cleaned Outside	Good		Bad		Fair		Call Me	
Carpet/Rugs, Straight and Vacuumed	Good		Bad		Fair		Call Me	
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me	
Baseboards, Dust Free	Good		Bad		Fair		Call Me	

Restroom

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me	
Ceiling Lights, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Light switch, Finger mark Free	Good		Bad		Fair		Call Me	
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me	
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me	
Mirror, Wiped Dry, Streak Free	Good		Bad		Fair		Call Me	
Sink/Knobs, Cleaned, Wiped Clean	Good		Bad		Fair		Call Me	
Soap/Towel Dispensers, Wiped Clean	Good		Bad		Fair		Call Me	
Counter Top, Wiped Clean	Good		Bad		Fair		Call Me	
Toilet Tank Top, Wiped Clean	Good		Bad		Fair		Call Me	
Toilet Bowl/Seat, Wiped Clean	Good		Bad		Fair		Call Me	
Toilet Base, Wiped Clean	Good		Bad		Fair		Call Me	
Toilet Paper/Dispenser, Dust Free	Good		Bad		Fair		Call Me	
Toilet Paper, Folded	Good		Bad		Fair		Call Me	
All Dispensers, Filled with Supplies	Good		Bad		Fair		Call Me	
Trash Can, Emptied, Cleaned Outside	Good		Bad		Fair		Call Me	
Wall above Trash Can, Wiped Clean	Good		Bad		Fair		Call Me	
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me	
Baseboards, Dust Free	Good		Bad		Fair		Call Me	

Notes:

Office Cleaning Inspection Sheet

Conference Room

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me	
Ceiling Lights, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Light switch, Finger mark Free	Good		Bad		Fair		Call Me	
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me	
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me	
Window Seal/Ledges, Dust/Dirt Free	Good		Bad		Fair		Call Me	
Blinds/Shades, Dust/Dirt Free	Good		Bad		Fair		Call Me	
Conference Table, Dust/Smudge Free	Good		Bad		Fair		Call Me	
Conference Table, Wiped under Items	Good		Bad		Fair		Call Me	
Conference Table, Legs Wiped Clean	Good		Bad		Fair		Call Me	
Phone, Dirt/Dust Free	Good		Bad		Fair		Call Me	
Phone Cord, Untangled	Good		Bad		Fair		Call Me	
Chair Seats/Legs, Dust/Dirt Free	Good		Bad		Fair		Call Me	
Chairs, Left Straight in Order	Good		Bad		Fair		Call Me	
All Furniture, Dust/Smudge Free	Good		Bad		Fair		Call Me	
Trash Emptied, Bag replaced Correctly	Good		Bad		Fair		Call Me	
Carpet/Rugs, Stain Free	Good		Bad		Fair		Call Me	
Carpet Vacuumed Clean	Good		Bad		Fair		Call Me	
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me	
Baseboards, Dust Free	Good		Bad		Fair		Call Me	

Copy/Copier/File/Mail Room

Ceilings, Dust/Cobweb/Dirt Free	Good		Bad		Fair		Call Me	
Ceiling Lights, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Light switch, Finger mark Free	Good		Bad		Fair		Call Me	
Light Fixtures, Dust/Cobweb Free	Good		Bad		Fair		Call Me	
Walls, Dust/Cobweb/Stain Free	Good		Bad		Fair		Call Me	
Pictures/Wall Hangings, Dust Free	Good		Bad		Fair		Call Me	
Copier, Wiped Clean	Good		Bad		Fair		Call Me	
Phone, Dirt/Dust Free	Good		Bad		Fair		Call Me	
Phone Cord, Untangled	Good		Bad		Fair		Call Me	
All Furniture, Dust/Smudge Free	Good		Bad		Fair		Call Me	
Shredder Emptied	Good		Bad		Fair		Call Me	
Trash Emptied, Bag replaced Correctly	Good		Bad		Fair		Call Me	
Carpet/Rugs, Straight and Vacuumed	Good		Bad		Fair		Call Me	
Carpet/Rugs, Stain Free	Good		Bad		Fair		Call Me	
Floor, Scuff/Gum/Dirt Free	Good		Bad		Fair		Call Me	
Baseboards, Dust Free	Good		Bad		Fair		Call Me	

Date of Inspection:

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Cleaning Equipment, Vacuum, Dust Mop, Supplies

Good		Bad		Fair		Call Me	
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Cleaning Closet/Room in Order

Good		Bad		Fair		Call Me	
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